

	18	17	16	15	14	13	12	11	9	8	7	6	5	4	OTHER	TOTAL
1	MS	8	23	51	82	1	74		24	1	1	8	8			288
2	OC (R+10)		320	400							80					
3		1	4	32									6			
4	Program Call	50		48	20	72				8		22				
5		4	120							3						
6		10				80		80					8			
7		12	12	12	12	12						2				
8		12	1040								12					
9	Program Review	24	24	40	160	42				4						
10		40	16	12	24				7		10					
11		240	240	940					83							
12	11		374						8							
13	SSS (Program Call)	16	40		60					30						
14			120						27							
15			40													
16			3													
17	OTR	2	5	7	2					1		1				
18		8	16	10		12		4	8							
19					80	40						2				
20			2	8	8		12		40	9		3				
21						10						2				
22		1	3							1						
23																
24	OS	1	1	2	50	23	8	3		4	6	1	1		1049	1113
25				10	40					10						
26																
27	OF	8		16	1	16		9			1	16				
28					1	20	12	10			1	1				
29					8	8				1						
30					8	1		3		1						
31																

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		18	17	16	15	14	13	12	11	9	8	7	6	5	4	TOTAL		
1	MS	8	23	51	82			74		24			8	8		288		1
2	OC	16	383	1760	1164	281	148	80		123	82	44				4084		2
3	SSS	16	48	163			60		24	30						333		3
4	CTR	11	76	47	98	65	12	4	48	13	7	8	1		370		4	
5	OS + 1,049 m.	1	1	2	10	46				10						1113		5
6	OF	8	1	49	13	36	12	21	3	3	3	10	1			162		6
7	OL	16	64	101	239	108	99	58	52	39	12	43	28	24		862		7
8	OP (NONE)																	8
9																		9
10																		10
11	1,049	17	66	528	2118	1666	520	438	1641	59	110	185	165	105	34	7230		11
12																		12
13																		13
14																		14
15																		15
16																		16
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28																		28
29																		29
30																		30
31																		31

OFF (2)	PAGES	COPIES MADE	DISTRIBUTION (COMPONENTS)	SUB-TOTAL MAN-HOURS	TOTAL MAN-HOURS	SUB-TOTAL MAN-HOURS	TOTAL MAN-HOURS	SUB-TOTAL COSTS	TOTAL COSTS	SUB-TOTAL COSTS	TOTAL COST
1	1	8	1/1/75 10A. SERVICES	11	3						
2	1	7	OC (P&D)	2	3						
3	-	1	"	2	2						
4	-	1	Program Call	2	1						
5	-	1	"	5	1						
6	-	1	"	1	1						
7	1	-	"	3	1						
8	1	-	"	5	1						
9	1	-	"	2	1						
10	1	-	Program Review	2	1						
11	1	5	"	20	3						
12	1	-	"	6	1						
13	1	2	SSS	6	2						
14	1	-	"	3	2						
15	1	-	OTR	2	2						
16	1	(3)	"	3	1						
17	1	-	"	5	3						
18	1	-	"	13	5						
19	1	-	"	2	1						
20	1	-	"	4	1						
21	1	-	"	5	1						
22	1	-	"	4	4						
23	1	-	OS	4	4						
24	1	11	"	10	1						
25	1	-	"	1							
26	1	-	"								
27	1	-	TOP	5	2						
28	1	-	"	4	1						
29	1	-	"	2	1						
30	1	-	"	3	1						
31	1	-	"	3	1						

		PAGES	CPIES MADE	DISTRIBUTION COMPONENTS	Sub-TOTALS MAN-HOURS	TOTAL MAN-HOURS	Sub-TOTALS MAN-HOUR COSTS	Total MAN-HOUR COSTS	Sub-TOTALS LOSTS	Total COST
1	1	OE (cont'd)			2	7	6580			1
2	1				3	3	2247			2
3	1				3	9				3
4	1	TO Program Call			10	167	10661	152811	152811	4
5	1				5	120	950			5
6	1				5	45	56104			6
7	1				4	14	13820			7
8	1	Mr. Bud			6	27	18414			8
9	1	Program Call			7	76	775			9
10	1	Program Call			8	242	153274			10
11	1	"			9	28	23916			11
12	1	Budget			10	280	282560			12
13	1	Program Call			11	6	4401			13
14	1	"			12	19	6200			14
15	1	Office Estimate 2 mil	16	12	13	855	1320	732629	732629	15
16	1	Budget Estimate 3 mil	17	2	14	670	6030			16
17					15	18	14023			17
18										18
19										19
20		OP								20
21										21
22										22
23										23
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29										29
30										30
31										31

SECOND SPREAD SHEET
TO DISTRIBUTE DDS TOTAL
ACCORDING TO PPB
GUIDANCE ON
REPORTS TO EXCLUDE

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100200009-6

		Intelligence	Int. Agency	OPPB		TOTAL						
		No	No	No	No	No	No	No	No	No	No	No
1	OL	-	-	228	31602730	3	13253371	241	33388367			1
2	OTR	2	62810	171	11481460	9	1347030	181	13091300			2
3	SSS	3	1760294	19	1722128	11	496267	26	3773991			3
4	OMS	-	-	24	1137270	3	6162700	27	1373120			4
5	OS	4	363721	116	10204795	8	6749482	122	16917998			5
6	OF	1	1645	67	23853489	9	1044321	277	2490458			6
7	OP	4	419864	190	54182669	57	1323183	199	55955716			7
8		84	367012	792	26414462	51	1038392	810	29752934			8
9												9
10	TOTAL	38	2908428	1594	162571293	52	138180215	16841	17935936			10
11						17						11
12												12
13												13
14												14
15												15
16												16
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30												30
31												31

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Goal for security set at $\frac{8}{8}$ 8,000 ✓

7.570 8. $\frac{8}{8}$ 105,700 ✓

bare cost equals $\frac{8}{8}$ 167,179 separation cost
invent, less. costs 8,000

Categ. $\frac{9}{8}$
5

15,877,

4

66,268

82,145

123,179.98
105,000
22,179.98

STAT

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Reports Meeting DCS Conf Room

Thurs.
28 Jun 71

STAT

[redacted]

SSS

[redacted]

GF 308 Bill

O/M

STAT
STAT

[redacted]

O/SEC
O/SEC
O/LOG

STAT

- Harry

O/TR

STAT

- [redacted]

O/FIN

O/C

O/PERS.

SSS

Type of Reports

Weekly Report -

Annual Report
No. accomplishments the year

High Lights of Annual Report

Program Call

Report of Significant Accomplishments

15 Mar - Prelim Report

1 Apr - to PPB

Underline in Red
Underline in Blue

eliminate
changes in frequency

SPREAD SHEET
 FIRST Approved For Release 2006/11/13 : CIA-RDP75-00399R000100200009-6
 FROM Form 111
 Total Reports Reported by Office

FUNCTIONAL OFFICE	TOTAL REPORTS (1)	MANUAL REPORTS (2)	COMPUTER REPORTS (3)	INTERNAL REPORTS (4)	EXTERNAL REPORTS (5)
OFFICE of Communications OCS card costs	777	57	16	50	27
OFFICE of PERSONAL	147	151	654	781	124
SUPPORT SERVICES STAFF	26	16	10	0	0
OFFICE of MEDICAL SERVICES	27	23	4	0	0
OFFICE of TRAINING	181	152	29	0	0
OFFICE of SECURITY	128	79	49	0	0
OFFICE of LOGISTICS	241	145	96	0	0
OFFICE of Finance	199 1684	158 785	41 899	118	40

MANUAL REPORT COSTS	COMPUTER REPORT COSTS	MANUAL COMPUTER INPUT COSTS	TOTAL COSTS	MANUAL REPORTS MAN-HOURS	COMPUTER REPORTS MAN-HOURS	TOTAL MAN HOURS
138179065	698189 524563	91799641	24376895 524563 24901458	17012	10355	27367
8759534	94058071 2750 -	11312590	29177936 2750 - 29752936			
3130862	126207 NONE	121922	39718991	96	121	182
1278770	6400 NONE	288000	1573170	567	112	679
11464400	22220 1000 -	1274680	12991300 1000 -	15842	2552	19394
8752818	7965180 NONE	1.00 -	16717998			20698
11890731	20959536 5381 -	-	32850267 5381 - 33388367			59186
400187 -	4837016 111000 -	-	44855716 111000 -			
99174885	57388218	22796833	1,79359936			

OTR

SIWA - School of Intelligence & World Affairs
ISS - Instructional Support Staff
LS - Language School
OS - Operations School
SAS - Support School
OTG - ?
DTS - ?
CTP - Career Training Program
EA - Executive Assistant

S E C R E T

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OTR

PLT #

RETENTION

PROJ COM RPT

RPT #	DESCRIPTION	MACH	PROG #	DIST	FREQ	FORM	PT	PRG	OFF	VR	RC	CL	NO	H	M	H	M	SEQ #
600A	EDITED DICT TRANSACT		EP600A	Q	143	1							T5	27191				19780
600B	FRPDR DICT TRANSACT		EP600A	Q	143	1							T5	27191				19800
600C	COUR/DICT BY TITLF		EP600B	S	116	2							T5	27191				19840
600D	COUR/DICT BY NUMBER		EP600B	S	116	2							T5	27191				19860
600E	FACILITY/DICT-TITLE		EP600B	S	116	2							T5	27191				19880
600F	FACILITY/DICT-NUMB		EP600B	S	116	2							T5	27191				19900
601A	ATR REG DATE/NAME		EP600E	S	143	4							T5	27191				20020
601B	ATR REG NAME/OFF		EP600E	S	143	3							T5	27191				20040
601C	ATR REG NAME/NUMBER		EP600E	S	143	2							T5	27191				20060
601D	ATR REG NAME/SD		EP600E	S	143	3							T5	27191				20080
601E	EXTERN DATE BY NAME		EP600E	S	143	3							T5	27191				20100
601F	EXTERNAL BY FACIL		EP600E	S	143	2							T5	27191				20120
601G	YR-END CONT LIST		EP600F	A	143	3							T5	27191				20200
601H	YR-END PURGE LIST		EP600F	A	143	3							T5	27191				20220
601I	FDP CRSFS BY DIR		EP600E	X06	143	7							T5	27191				20140
601J	INT/COMM OFF/NAME		EP600E	X	143	03							T5	27191				20160
601K	COURSE TITLE/SD		FP600F	A	143	3							T5	27191				20240
602A	ATR TRANS ERRORS		EP600C	Q	143	1							T5	27191				19940
602B	ATR U/D TRANS ERRORS		EP600D	Q	143	1							T5	27191				19980
606A	SCIENCE TRAIN GR/ALL		EP606A	SRB	S	SCLN	V	LM					T5	27191				20420
606B	SCIENCE TRAIN CR/ALL		EP606A	SRB	S	SCLN	V	LM					T5	27191				20440
606C	SCIENCE TRAIN ON DTY		EP606A	SRB	A06	SCLN	12	LM					T5	27191				20460
606D	SCIENCE TRAIN ON DTY		EP606A	SRB	A06	SCLN	12	LM					T5	27191				20480
606E	SCIENCE TRAIN SEPS		FP606A	SRB	A06	SCLN	12	LM					T5	27191				20500
606F	SCIENCE TRAIN SEPS		EP606A	SRB	A06	SCLN	12	LM					T5	27191				20520
611A	TR CTG. TRANS ERRORS		EP612A	R	143	01	CB						T5	27191				20280
611B	TRAIN CTG DCTIONARY		EP612A	R	143	02	CB						T5	27191				20300
612A	INT TRAIN BY OFFICE		EP612B	R	143	01	CB						T5	27191				20340
612B	EXT TRAIN BY OFFICE		EP612B	R	143	01	CB						T5	27191				20360
612C	CTP TRAIN		EP612B	R	143	01	CB						T5	27191				20380

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S E C R E T

Cont.	No.	Report Title	Type of Report	Copy or Prepared	Frequency	Distrib- ution	ADP Processor	Authority	Prepared	Feeless	Manual Reports	Computer Reports		
								Source	Number	Comments	in-Hrs	Cost	Markups	Costs
	072/15528	Agency Training Rec-Ext. Training Upd. by Do	Report	8	4	2	2	1	Yes OTR	HR	0 C S	-	29540	10514-
	072/15529	Agency Training Rec-Training of Catalyst Cnd	Report	8	4	3	1	3	Yes do	do	do	-	2956	10514-
	072/15530	Year End Suppl to Agency Training Rec	Report	8	4	3	1	3	Yes do	do	do	-	2956	10514-
	072/15531	Agency Training Rec-EDD Delinquent List	Report	8	4	3	2	52	Yes do	do	do	-	2956	10514-
	072/15532	Agency Training Rec-By Service Designation (Mspal)	Report	8	4	3	1	53	Yes do	do	do	-	-	-
	072/15533	Agency Training Rec-Alpha Listing ✓	Report	8	4	4	2	3	Yes do	do	do	3	2956	10514-
	072/15534	Agency Training Rec-By Office ✓	Report	8	4	3	2	51	Yes do	do	do	3	2956	10514-
	072/15535	Agency Training Rec-By Course ✓	Report	8	4	2	2	12	Yes do	do	do	3	2956	10514-
	072/15536	Agency Training Rec-By Service Designation ✓	Report	8	4	3	2	51	Yes do	do	do	3	2956	10514-
	072/15537	Agency Training Rec-Ext. Training Alpha & Comp	Report	8	4	3	2	1	Yes do	do	do	4	2956	10514-
	072/15538	Indoor Science Training-Special Operations Class	Report	8	4	12	1	12	Year do	1HCD113.5/4	do	2	2956	10514-
	072/15539	Agency Training Rec-History Cdt. Course	Report	8	4	1	4	1	Yes do	HR	do	-	174	696-
	072/15540	Agency Training Rec-Update Training Course List	Report	8	4	1	4	1	Yes do	do	do	-	288	107240
	072/15541	Faculty Dist. by the Agency Training Rec ✓	Report	8	4	2	2	1	Yes do	do	do	-	112	33040
	072/15542	Indoor Science Training-Alpha Listing ✓	Report	8	4	12	2	12	Year do	1HCD113.5/4	do	2	2956	10514-
	072/15543	Indoor Science Training-Class Hours ✓	Report	8	4	12	2	12	Year do	do	do	2	2956	10514-
	072/15544	Indoor Science Training-Or Duty Eng. only ✓	Report	8	4	12	1	12	Year do	do	do	2	2956	10514-
	072/15545	Indoor Science Training-Or Duty Eng. One Class Hrs ✓	Report	8	4	12	1	12	Year do	do	do	2	2956	10514-
	072/15546	Indoor Science Training-Separations Only ✓	Report	8	4	12	1	12	Year do	do	do	2	2956	10514-
	072/15547	Indoor Dist. Scans-Agency Training Rec ✓	Report	8	4	1	4	1	Yes do	HR	do	-	112	33040
	072/15548	Inner Dist. Scans-Agency Training Rec ✓	Report	8	4	1	4	1	Yes do	do	do	-	40	132-
	072/15549	Course Dist. by Title-Agency Training Rec ✓	Report	8	4	2	2	1	Yes do	do	do	-	112	33040
	072/15550	Course Dist. by No-Agency Training Rec ✓	Report	8	4	2	2	1	Yes do	do	do	-	112	33040
	072/15551	Faculty Dist. by Title-Agency Training Rec ✓	Report	8	4	2	2	1	Yes do	do	do	-	112	33040
	072/15552	Training Category Transactions Errors ✓	Report	8	4	1	Cancelled	1	Yes do	do	do	2	2956	10514-
	072/15553	Training Category Dictionary ✓	Report	8	4	2	Cancelled	1	Yes do	do	do	2	2956	10514-
	072/15554	External Training Statistical Report by Office	Report	8	4	1	Cancelled	1	Yes do	do	do	2	2956	10514-
	072/15555	External Training Statistical Report by Office	Report	8	4	1	Cancelled	1	Yes do	do	do	2	2956	10514-
	072/15556	External Training by OT Program ✓	Report	8	5	1	Cancelled	1	Yes do	do	do	2	2956	10514-
	072/15557	Program Assisted Instruction Act.	Report	8	2	2	2	1	Yes OTR	SIWA	-	10	10514-	05
	072/15558	PAI Progress Report	Report	1	2	7	2	3	Yes	155	do	21	14	17480
	072/15559	Program Assisted Instruction Act.	Report	1	2	3	1	1	No	155	do	-	1	8477
	072/15560	Program Assisted Instruction Act.	Report	1	3	1	2	2	No	155	do	-	10	8360
	072/15561	Speaker Evaluation Cards	Report	1	2	2	2	2	No	155	do	-	38	36910
	072/15562	Speaker Evaluation Cards	Report	1	2	2	18	2	No	OTG	do	-	86	946-

Office of Training

(2)

Control No.	Report Title	Type of Report	Copies Prepared	Frequency	Distribution Processing	APR Source	Authority Ctr. No.	Preparing Componant	Editor	Manual Reports	Computer Report	Computer Cost	Manual Cost	
000/05/17	Speaker Evaluation Cards	1	2	2	As Needed	1	No	↓	↓	403	SIWA	-	88	14340
000/05/2	Speaker Evaluation Cards	1	2	5	Irregular	1	No	↓	↓	403	SIWA	-	110	75840
000/05/3	Membership of Staff/Member on Comm.	6	2	1	1	1	No ODS	69-1146	SIWA	-	1	1	1080	-
000/05/2	Membership of Staff/Member on Comm.	6	2	2	1	1	No ODS	70-3600	ISS	-	1	1	865	-
000/05/2	Membership of Staff/Member on Comm.	1	2	3	1	1	No DTR	-	LS	-	1	1	492	-
000/05/11	Membership of Staff/Member on Comm.	6	2	3	1	1	No ODS	69-1146	OS	-	1	1	607	-
000/05/4	New Books Received	1	2	1	12	1	No DTR	-	SIWA	-	1	1	36	-
000/05/19	List of New Books Rec'd by Library	1	2	2	12	1	No	↓	↓	3 DTS	SIWA	-	13	123
000/05/4	New Books Received	1	2	1	12	1	No	↓	↓	3 ISS	SIWA	-	13	3920
000/05/3	Language School Accesories List	1	2	20	12	20	No	↓	↓	3 LS	SIWA	-	3	13440
000/05/10	Library Accesories List	1	2	1	12	20	No	↓	↓	3 GSI	SIWA	-	12	4800
000/05/4	New Books Received	1	2	7	12	1	No	↓	↓	3 GSI	SIWA	-	12	27
000/05/5	Reports Inventory Report	6	2	2	1	1	No ODS	70-3600	SIWA	-	1	1	24	6020
000/05/28	Reports Inv - Form 142	6	1	2	1	1	No	do	do	3 DTS	SIWA	-	60	768
000/05/7	OTR Reports Inv Report	6	1	2	1	1	No	do	do	3 DTS	SIWA	-	12	10095
000/05/16	Reports Inventory Report	6	3	2	Original	1	No	do	do	3 CTR	SIWA	-	5	3730
000/05/5	Reports Inventory	6	2	1	1	1	No	do	do	EA	SIWA	-	12	10930
000/05/20	Report Inventory Report	6	1	1	1	1	No	do	do	ISS	SIWA	-	6	89870
000/05/15	Reports Inventory Report	6	3	3	1	1	No	do	do	LS	SIWA	-	12	10240
000/05/5	Reports Inventory Report	6	3	2	Notest.	1	No	do	do	OS	SIWA	-	11	5325
000/05/6	Cont. H&B was Read	7	2	1	2	1	No	do	do	SUS	SIWA	-	2	27415
000/05/6	Cont. H&B was Read by Staff	7	2	1	2	1	No	do	do	SIWA	SIWA	-	2	2
000/05/5	Cont. H&B (Employee Conduct) was Read	7	2	2	2	1	No	do	do	ISS	SIWA	-	2	9
000/05/7	Services Provided to Other Agencies	1	2	2	2	1	No	do	do	SUS	SIWA	-	2	5600
000/05/4	Services Provided to Other Agencies	1	2	2	1	1	No	OTR	HA	SIWA	SIWA	-	3	3180
000/05/8	Course Schedule Projections	1	2	3	1	1	No	do	do	LS	SIWA	-	1	1520
000/05/5	OTR Schedule of Courses for Calendar Year	2	25	2	6	6	No	OTR	OTR 25-1	SIWA	SIWA	-	2	52
000/05/5	Course Schedule Projections	2	16	2	2	2	No	do	do	OTS	SIWA	-	2	57710
000/05/5	Course Schedule Projections	1	2	3	2	1	No	do	do	LS	SIWA	-	2	21820
000/05/5	Course Schedule Projections	1	2	5	2	1	No	do	do	OS	SIWA	-	1	19040
000/05/8	Course Schedule Projections	1	2	11	2	2	No	do	do	SUS	SIWA	-	1	104480
000/05/9	Evaluation of OTR Training	3	2	2	1	1	No	Ex/NIR	HA	SIWA	SIWA	-	13	120160
000/05/3	Faculty Training	3	3	6	1	1	No	Ex/NIR	HA	SIWA	SIWA	-	22	24890
000/05/7	Evaluation of OTR Training	3	1	2	1	1	No	do	do	EA	SIWA	-	9	433
000/05/16	Language Training Report	3	3	2	1	1	No	do	do	ISS	SIWA	-	1	650
000/05/8	Evaluation of OTR Training	3	2	5	1	1	No	do	do	LS	SIWA	-	10	20920

Office of Training
(Cont.)
(3)

Control No.	Report Title	Type of Report	Copies Prepared	Frequency	Distribution	ADP Processing	Authority	Source	Prepared by	Max. Report Ch. No.	Max. Report Length	Computer Report Cost	Manual Report Cost
0000009	Evaluation of OTR Training	Report	3	2	4	1	1	No do	SUS	2	30	22050	-
0000010	Component Training Evaluation	Report	3	2	2	1	1	No END/IR	SIWA	3	69	70510	-
0000014	Component Training Evaluation	Report	3	2	4	1	1	No do	SIWA	1	310	3352-	-
0000010	Component Training Evaluation	Report	3	3	3	1	2	No do	SUS	32	652	7352-	-
0000011	Records Holding Survey	Report	7	1	2	1	1	No RNS/SS/RB/441	SIWA	1	7	6470	-
0000012	Records Survey Report	Report	7	1	2	1	2	No ex do	OTR	56	20	9640	-
0000013	Records Survey (Includes Stats)	Report	7	1	2	1	1	No do do	ISS	23	40	297-	-
0000015	Records Holding Survey	Report	7	3	3	1	1	No do	LS	-	13	9960	-
0000014	Records Holding Survey	Report	7	2	2	1	1	No do	OS	-	2	9-	-
0000011	Records Holding Survey	Report	7	1	6	1	1	No do	SUS	-	8	3835	-
0000012	Destruction of Records	Report	7	1	1	1	1	No RNS/SS/RB/441	SIWA	1	1	545	-
0000015	Dev of Rec. & Removal of Rec.	Report	7	1	3	1	1	No do	CTP	-	4	2280	-
0000015	7 Destruction of Records	Report	7	1	3	1	1	No do	SIWA	-	13	9960	-
0000016	6 Destruction of Records	Report	7	2	2	1	1	No do	OS	-	4	3700	-
0000012	Destruction of Records	Report	7	2	6	1	1	No do	SUS	-	4	1505-	-
0000013	Statistics on Accomplishments	Report	1	1	3	2	1	No OTR	SIWA	3	38	50660	-
0000018	Statistics on Accomplishments (cy-FY)	Report	1	1	5	2	1	No do	OS	2	117	364-	-
0000014	Statistics on Accomplishment (FY)	Report	1	3	7	1	1	No do	SUS	2	32	31560	-
0000015	Annual Program Call: Budget Estimates	Report	5	1	3	1	1	No OPRB	SIWA	3	11	13620	-
0000019	Program Call	Report	5	5	1	3	1	No	OTR	-	58	58880	-
0000017	Program Call	Report	5	3	13	1	5	No	EA	7	122	105520	-
0000013	Annual Program Call: Budget Estimates	Report	5	2	2	1	1	No	ISS	6	81	50440	-
0000018	Annual Program Call: Budget Estimates	Report	5	1	4	1	1	No	LS	-	12	8720	-
0000011	Annual Program Call: Budget Estimates	Report	5	2	5	1	1	No	OS	3	5	5740	-
0000015	Annual Program Call: Budget Estimates	Report	5	3	4	1	1	No	SUS	2	100	109360	-
0000016	Annual Program Call: Response to Program Call	Report	5	2	3	1	1	No OPRB	SIWA	3	52	51520	-
0000014	Annual Program Call: Response to Program Call	Report	5	2	3	1	1	No	CTP	0	5	6160	-
0000014	Program Call (Tent. Fiscal year)	Report	5	3	12	1	2	No	EA	8	658	582320	-
0000015	Annual Program Call: Response to Program Call	Report	5	2	2	1	1	No	ISS	6	67	52320	-
0000012	Annual Program Call: Response to Program Call	Report	5	3	3	1	1	No	LS	6	40	440-	-
0000016	Annual Program Call: Response to Program Call	Report	5	2	5	1	1	No	OS	3	12	13720	-
0000014	Weekly Activities Report	Report	1	2	3	58	2	No OTR	SIWA	2	174	131360	-
0000012	Weekly Activity Report	Report	1	2	3	58	1	No	OTR	1	364	1052250	-
0000014	Weekly Activity Report	Report	1	2	3	58	1	No	CTP	-	100	815-	-

Office of Training

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Control No.	Report Title	Type of Report	Copies Prepared	Frequency	Distribution	ADP Processing	Authority	Prepared by	Review by	Manual Report	Computer Report	Cost	Man Hours	Cost	
OTR/EAS 07/15/15	OTR Weekly Report to DDCI	Report	1 2	7 5	52 52	1 1	No	EA	7	512	50393.60	-	-	1	
OTR/EAS 07/15/15	Weekly Activity Report	Report	1 2	5 3	52 52	1 1	No	EA	6	416	3140-	-	-	2	
OTR/EAS 07/15/15	Weekly Report	Report	1 2	3 6	52 52	1 1	No	EA	3	180	1331-	-	-	3	
OTR/EAS 07/15/15	A Weekly Activity Report	Report	1 2	6 52	52 52	1 1	No	EA	3	156	17728-	-	-	4	
OTR/EAS 07/15/15	Weekly Report	Report	1 2	52	52	1	No	EA	3	330	2388-	-	-	5	
OTR/EAS 07/15/15	End of Course Reports	Report	1 2	2	Irregular	1	No	EA	7	406	3490-	-	-	6	
OTR/EAS 07/15/15	End of Course Reports	Report	1 2	5	Irregular	2	No	OTR	OTR 23-2	SIWA	-	101	108630-	-	7
OTR/EAS 07/15/15	16 Person Expert Instructor Training Workshop	Report	1 2	6	Irregular	2	No	EA	7	48	39560	-	-	8	
OTR/EAS 07/15/15	End of Course Reports	Report	1 2	3	Irregular	1	No	EA	7	150	696-	-	-	9	
OTR/EAS 07/15/15	End of Course Report	Report	1 2	5	Irregular	2	No	EA	7	300	2180-	-	-	10	
OTR/EAS 07/15/15	End of Course Report	Report	1 2	9	Irregular	2	No	EA	7	374	47210-	-	-	11	
OTR/EAS 07/15/15	Projected Use of Agency Aircraft	Report	1 2	2	2	1	No	OTR	SIWA	-	2	2380	-	-	12
OTR/EAS 07/15/15	Projected Use of Agency Aircraft	Report	1 2	2	2	1	No	OTR	SIWA	-	4	26320	-	-	13
OTR/EAS 07/15/15	Forecast of Special Flights	Report	1 3	4	2	4	No	EA	7	4	26550	-	-	14	
OTR/EAS 07/15/15	Projected Use of Agency Aircraft	Report	1 2	2	2	1	No	EA	7	1	450	-	-	15	
OTR/EAS 07/15/15	Projected Use of Agency Aircraft	Report	1 2	3	1	1	No	EA	7	1	424	-	-	16	
OTR/EAS 07/15/15	Projected Use of Agency Aircraft	Report	1 2	3	2	1	No	EA	7	1	420	-	-	17	
OTR/EAS 07/15/15	Equipment Inventory	Report	7 2	2	2	2	No	EA	7	2	1505	-	-	18	
OTR/EAS 07/15/15	Equipment Inventory	Report	7 1	1	1	1	No	OTR	SIWA	-	3	3390	-	-	19
OTR/EAS 07/15/15	Equipment Inventory	Report	7 1	3	1	1	No	EA	7	117	5620	-	-	20	
OTR/EAS 07/15/15	Training Career Service Panel Minutes	Report	1 2	4	12	2	No	OTR	SIWA	-	20	8720	-	-	21
OTR/EAS 07/15/15	CIA Cost to Trainee for Discourse Training Rep	Report	3 3	12	1	5	No	OTR	SIWA	-	12	66-	-	-	22
OTR/EAS 07/15/15	Completion of Training Reports	Report	1 2	4	12	2	No	OTR	SIWA	-	6	70	458-	-	23
OTR/EAS 07/15/15	Internal Training Requests	Report	3 2	3	12	1	No	OTR	SIWA	-	520	373720	-	-	24
OTR/EAS 07/15/15	Safe House Usage Report	Report	7 2	3	4	1	No	OTR	SIWA	-	12	24-	-	-	25
OTR/EAS 07/15/15	Program Development Program Annual Progress Rep	Report	3 3	7	1	7	No	OTR	SIWA	-	4	1352	-	-	STAT
OTR/EAS 07/15/15	Financial Cost of SIWA Employees	Report	7 1	4	12	2	No	OTR	SIWA	-	80	644-	-	-	27
OTR/EAS 07/15/15	Cost for 15 Training Fund	Report	7 1	4	12	1	No	OTR	SIWA	-	90	47040	-	-	28
OTR/EAS 07/15/15	Student Acceptance List	Report	1 1	4	12	1	No	OTR	SIWA	-	36	33040	-	-	29
OTR/EAS 07/15/15	Annual Rep to Pres. Foreign Intel Agency Bd	Report	6 2	2	6	1	No	OTR	SIWA	-	6	678	-	-	30
OTR/EAS 07/15/15	Sup Recomp of OT for Fiscal Year	Report	6 2	6	1	2	No	OTR	SIWA	-	8	68	60670	-	-
OTR/EAS 07/15/15	Congressional Budget	Report	5 3	9	1	1	No	OTR	SIWA	-	40	49170	-	-	31
OTR/EAS 07/15/15	Office Estimates	Report	5 3	5	1	1	No	OTR	SIWA	-	185	4458-	-	-	32
OTR/EAS 07/15/15	Status of Operating Allowances	Report	1 1	2	12	1	No	OTR	SIWA	-	185	4457-	-	-	33

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Control No.	Report Title	Type of Report Prepared	Copies	Frequency	Distribution	ADP Processing	Authority	Preparing Source	Feeder Site	Report Component	Max Dots	Max Dots Cost	Max Dots	Computer Reports Cost	
DP/EA/11	Schedule of Encumbrances	7	1	2	12	1	OF	HHB		EA	-	154	4320	-	STAT 1
DP/EA/12	Obligation Abstract Form No 2468	7	1	2	400000	1	do	do	do	-	195	43820	-	- 2	
DP/EA/13	Significant Pers. Development (Weekly)	1	2	4	52	2	No OTR	-	EA	-	104	47060	-	- 3	
DP/EA/14	Year End Funding Requirement	5	3	4	1	1	OPPB	-	EA	1	17	14920	-	- 4	
DP/EP/5	Form 2210 - Gov Data Classification Sheet	2	1	2	do Reg.	2	OF	HHB		EA	-	2	1220	-	STAT 5
DP/EP/2	Monthly Attainment Report	1	1	25	12	5	No OTR	-	CTP	-	24	8640	-	6	
DP/EP/3	Monthly Status Report/Military Course Trainer	1	1	25	12	4	No OTR	1-2	do	-	12	4920	-	- 7	
DP/EP/6	Recruitment Activities Report for CTP	1	1	5	12	2	No OTR	1-1	do	-	60	25920	-	- 8	
DP/DP/3	Projected Training Requirements	1	2	15	12	2	No OTR	25-1	DTS	-	36	18480	-	- 9	
DP/DS/6	Financial Stmt.	7	3	3	12	4	No OF		DTS	-	516	210480	-	STAT 10	
DP/DS/7	Reserve Financial Statement (Copy)	1	2	2	12	2	No OTR	-	DTS	-	72	36480	-	- 11	
DP/DS/8	also State Financial Statement (Copy)	2	2	12	2	do	-	do	-	72	36480	-	- 12		
DP/DS/9	Staff Mess Report	7	2	2	1	2	No OF		do	-	7	37	-	STAT 13	
DP/DS/10	Staff Mess Financial Expert	7	2	2	1	2	No do	do	do	-	7	4120	-	- 14	
DP/DS/11	Construction Status Report	7	3	8	12	6	No GL	-	do	-	36	15720	-	- 15	
DP/DS/12	Domestic Real Property Report - Location	2	2	2	1	1	No GL	-	do	-	112	57120	-	- 16	
DP/DS/13	Domestic Real Property Report	7	2	2	2	1	No GL	-	do	2	10	4860	-	- 17	
DP/DS/14	Monthly Health Report	7	3	2	12	2	No OMS	-	do	-	12	78	-	- 18	
DP/DS/15	Area Management Program	1	2	6	1	3	No OTR	-	do	-	1	933	-	- 19	
DP/DS/16	Common Monthly Report	7	2	4	4	2	No OC	-	do	2	48	43680	-	- 20	
DP/DS/17	Common Reports of Destruction	7	1	2	12	2	No OC	-	do	-	12	10920	-	- 21	
DP/DS/18	Schedule Vehicle Requirements	7	1	2	2	2	No OF	-	do	-	12	5840	-	- 22	
DP/DS/21	Productivity Report	3	1	4	3	2	No UNP	TSD/SOB	do	-	118	557	-	- 23	
DP/DS/22	Weekly Activities Report	3	2	4	52	2	No do	do	do	-	156	1066	-	- 24	
DP/DS/23	Security Violation	7	2	5	do Reg.	3	No GS		do	-	36	22842	-	STAT 25	
DP/DS/24	Field Test Report on TSD Projects	3	2	4	2	2	No DDP	TSD/SOB	do	-	305	1576	-	- 26	
DP/DS/25	Accident Investigation Report (2a)	7	2	2	do Reg.	1	OMS	-	do	-	40	12720	-	- 27	
DP/DS/26	Accident Investigation Report (2a) (Pure)	7	2	2	do Reg.	1	OS	-	do	-	32	14352	-	- 28	
DP/DS/3	Title Author Access List	1	2	46	4	10	No OTR	-	do	8	28	15320	-	- 29	
DP/DS/9	Statistics of Ad Training sponsored by OTR	1	1	3	12	1	No OTR	-	do	-	408	146880	-	- 30	
DP/DS/10	AIR Production Statistics	1	1	2	12	1	No OTR	-	do	-	274	924	-	- 31	
DP/DS/11	Financial Management Improvement Program	5	1	2	1	2	No OPPB	B03 70-13	do	-	5	2140	-	- 32	
DP/DS/12	Completion of Internal Training	1	1	3	1	1	No OTR	-	do	-	2390	7744	-	- 33	
DP/DS/20	Film Inventory	1	1	1	1	1	No GL	-	do	-	12	4320	-	- 34	
DP/DS/21	Registration Statistics	1	1	149	52	52	No OTR	-	do	-	260	1053	-	- 35	

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Control No.	Report Title	1	2	3	4	5	6	7	8	9	10	11	12	13
	Type of Report Prepared	Number of Copies Prepared	Frequency of Distribution	Distribution	ADP Processing	Authority Source	Prepared by	Prepared by	Prepared by	Man. Hours	Manual Report Cost	Computer Report Cost		
0771/5522	Internal Training Completion Report	1	1	2	2	1	To OTR	-	155	-	300	1044	-	
0771/5523	Ap. of Student to a Full Time Academy Training	1	4	2	2	2	To OTR	-	10	-	10	5380	-	
0771/5524	Agency officers App. by Dep Dir for Full Train	3	2	2	2	1	To EX/DIR	-	40	-	2	13	-	
0771/5525	Funds & personnel for Book Purchases	1	2	1	4	1	To OTR	-	40	5	2	13	-	
0771/5526	Conc. Report on Infra-structure & ADP Mameq	7	2	4	2	3	To DODS/Spec	BBB	100	20	-	3	1750	-
0771/5527	ADP MIS Semiannual Report	7	2	4	2	3	To DODS/PC	90B	193	20	-	3	1750	-
7														6
8														7
9														8
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3														32
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5														34
6														35

Office of Communications

CS - Communications Security Staff
EXA - Executive Assistant
RMS - Records Management Staff
OC/A - Administration Staff
OC/P - Program Coordination Staff
CCD - Cover Communications Det.
SCD - Staff Communications Det.

STAT

SPD - Special Programs Det.

Office of Communications

Control No.	Report Title	Type of Report	Copies Prepared	Frequency	Distribution Processing	Authority (Cite) Source (Number)	Prepared by (Name)	Entered Reports	Manual Report Number	Report Cost	Computer Report Number	Report Cost
1	Quarterly Report	✓ 1	2	4	4	1 No DCO	ORDER 7.4	OC-ALL	1136	10533.12	—	—
2	Monthly Report	✓ 1	2	2	12	2 No DCO	ORDER 7.4	—	456	3801.96	—	—
3	Weekly Staff Meeting Notes	✓ 1	2	3	52	1 No DCO	—	OC-ALL	1352	10914.84	—	—
4	OC-004 Yearly Accomplishments	✓ 1	2	3	1	1 No DCO	—	OC-ALL	400	3720.34	—	—
5	OC-005 Foreign TDY Forecast	✓ 1	1	3	2	1 No DCO-EXA	—	OC-ALL	64	490.88	—	—
6	Foreign TDY Forecast	✓ 1	1	3	1	1 No DCO-EXA	—	OC-ALL	10	9386	—	—
7	Review of OC-006 Forms	✓ 1	1	2	1	1 No DCO-RMS	ORDER 70.2	OC-ALL	51	329.67	—	—
8	Top Secret Inventory Rpt.	✓ 1	4	3	1	30 No DCO-RMS	ORDER 70.5	OC-ALL	63	258.81	—	—
9	OC-009 Dict. of Rpt. of Record Material	✓ 1	1	2	12	1 No DCO-RMS	ORDER 11.65	OC-ALL	36	341.87	—	—
10	OC-010 Quarterly Summary Rpt.	✓ 1	1	5	12	1 No DCO-A	ORDER 20.8.1	OC-ALL	252	1666.62	—	—
11	OC-011 Program Review (5 yrs.)	✓ 1/5	3	3	1	1 No DCO-PPR	—	OC-P	2340	30474.90	—	—
12	OC-012 Program Call	✓ 1/5	3	3	1	1 No DCO-PPR	—	OC-P	1434	13867.61	—	—
13	OC-013 Annual Office Estimate	✓ 1/5	3	15	1	— No DCO-PPR	—	OC-P	1267	12823.46	—	—
14	OC-014 Morning Table & Changes	✓ 1	1	18	4	3 No DCO-A	—	OC-ALL	332	984.62	—	—
15	OC-015 TDY Standing	✓ 1	1	2	1	1 No DCO	—	OC/A	43	2065.46	—	—
16	OC-016 Retirement Study	✓ 1	4	14	1	11 No DCO	—	OC/A	480	2884.60	—	—
17	OC-017 Monthly Rpt. (Retirement)	✓ 1	4	5	12	2 No DCO	—	OC-A	48	17976	—	—
18	OC-018 Report of Operations (Prog. Sec.)	✓ 1	1	4	4	3 No DCO	—	OC-A	1	379	—	STAT
19	OC-019 Increases in Duty Strength	✓ 1	1	6	4	1 No DCO	OPM 277-2	OC-A	12	5836	—	—
20	OC-020 Category II + III in Duty Strength	✓ 1/6	1	6	4	1 No DCO/PLANS	—	OC-A	8	2916	—	—
21	OC-021 OC-Caling & Strength Rpt.	✓ 1/6	1	10	12	6 Yes No DCO	—	OC-A	120	51624	—	—
22	OC-022 Non-Admin. CMR	✓ 1/7	1	2	1	2 No DCO	HR []	OC-A	114	781.06	—	STAT
23	OC-023 Inventory of Motor Vehicles (TVA)	✓ 1/7	—	6	1	3 No DCO	—	OC-A	102	439.84	—	—
24	OC-024 Status of Funds	✓ 1/7	1	2	12	1 No DCO	—	OC-A	108	639.73	—	—
25	OC-025 REGION (Comp. Prod. Rpt.)	✓ 1	1	2	1	1 Yes No DC-CDA	—	OC-60	53	266.00	—	STAT
26	OC-026 PLA Review	✓ 1	3	3	2	1 Yes No DC-500	—	OC-500	136	1095.38	—	—
27	OC-027 Report of Deployed/Returned (TDY) Secr. Office	✓ 6	1	2	4	1 No DCO	—	OC-500	4	1636	—	—
28	OC-028 Pers. Proc. Rpt. (Leave, Expenses, Reimbursement)	✓ 1	3	7	12	6 No DCO	—	OC-A	36	14724	—	—
29	OC-029 Opt. Record Holding & Destruction	✓ 2	3	3	1	2 No DCO	003/581/1988	OC-A	325	1654.46	—	—
30	OC-030 Inventory of Lexington Branches	✓ 3	2	4	4	1 No DCO	005/585/1000 MEMO 11/17/67	OC-RMS	264	19755.8	—	—
31	OC-031 Suspense List	✓ 1	2	20	52	20 No DCO	ORDER 22.1	OC-RMS	156	126.08	—	—
32	OC-032 Operation Purge	✓ 6	2	4	4	1 No DCO	MEMO 1/1/68	OC-RMS	16	104.04	—	—
33	OC-033 C.R. List of Current Orders, Notices & H.O.	✓ 1	3	68	1	61 No DCO	MEMO 1/1/68	OC-RMS	52	289.30	—	—
34	OC-034 Cable Traffic Analysis Rpt. (CATRAN)	✓ 1	5	5	5	5 No DCO	—	OC-RMS	876	5237.76	—	—
35	OC-035 Phone Telephone Network Rpt.	✓ 1	1	6	4	2 No DCO	—	OC-RMS	5	35.16	4	—

Office of Communications

Control No.	Report Title	Type of Report	Copies Prepared	Frequency	Distribution	ADP Processing	Authority	Cite	Prepared by	Entered by	Manual Reports	Computer Reports
							Number	Number	Comments	Comments	Members	Members
02-026	Registrator Log (Non-Telecom Network)	✓/1	1	3	12	2	720	OC-SCD	—	441	254.02	—
02-037	Crypto Debriefing Stmt.	✓/3	2	1	weekly	2	720	—	HR []	OC-ES	1686	11,611.60
02-038	Crypto Material Inventory (BX322)	✓/1	4	4	82	375	year	OC-ES	OCB-1030.3	OC-CS	148	914.24
02-039	Trans. & Destruction Log of Crypto material	✓/1	1	11,000	Periodic	500	year	OC-CS	OCB-1030.3	OC-CS	1843	4897.20
02-040	Project Violation Compromises	✓/1	2	2	4	1	720	OC-CS	—	OC-DMCA	1	183
02-041	Computer Usage & Inventory Rpt.	✓/6	4	3	2	1	720	DOS/SES	Memo	OC-P	9	70.22
02-042	Rpt. of Data Processing Equip. Controlled by OC	✓/5	1	2	1	2	720	DOS/SES	—	OC-EIA	190	2391.94
02-043	Significant Events	✓/6	2	2	52	1	720	DOS	AI-637	OC-O	36	273.78
02-044	Conflicts of Interest	✓/2	2	1	1	1	720	DOS	HR []	OC-ES	936	6432.48
02-045	Fin. Stmt. (Senior Off. of their Line Activity)	✓/1	2	2	4	1	720	OC-ES	—	—	2	1,358
02-046	Contract Information System	✓/3	1	2	12	2	720	year	DSAT	M-10	8	101.91
02-047	Contract Inspection Rpt.	✓/2	1	2	7	1	720	OL	HR []	OC-SPD	384	1701.76
02-048	R&D Resource Planning Rpt.	✓/2	3	3	4	1	720	OL	—	OC-SPD	213	1817.35
02-049	Foreign TDY Summary	✓/1	1	3	2	1	720	OC-EIA	—	OC-CS	40	8124.4
02-050	Trip Report	✓/1	2	2	Periodic	1	720	OC-ES	—	OC-O	3	57.45
02-051	Allocation "26" Status Rpt.	✓/1	1	3	12	1	720	OC-SCD	—	OC-SCD	78	3993.51
02-052	Lessons Learned-Allocated Circuit Log (EKAS02)	✓/1	4	4	2	2	720	OC-SCD	—	OC-SCD	36	132.96
02-053	Equip. Inventory (BYCEPA)	✓/1	4	6	2	5	year	OC-SCD	—	OC-SCD	416	2837.12
02-054	Non-Defense Equip. Inventory (Cmc)	✓/2	4	2	1	—	720	OL	—	OC-SCD	460	32156.80
02-055	Status of Common Address & User Areas	✓/1	2	3	1	2	720	OC	—	OC-P	64	304.00
02-056	Computer Utilization Rpt.	✓/6	4	3	2	1	720	DOS	—	OC-P	92	1053.55
02-057	Parents' Major/Intel. Advisory Board Rpt.	✓/5	2	1	1	1	720	DOS	—	OC-P	42	537.60
02-058	Trip Rpt. to Contractor	✓/1	3	3	Periodic	1	720	OC-CCD	—	OC-CCD	51	1645
02-059	Rq. to Procurement Div. for Services	✓/2	3	9	Periodic	6	720	OL	HR []	OC-CCN	264	2084.00
02-060	Shielded Enclosures Status Rpt.	✓/1	2	2	4	1	720	OC-O	—	OC-O	44	528.00
02-061	Crypto Equip. Inventory Rpt.	✓/4	1	3	12	1	720	NSA	CIR-94-6	OC-ES	6	3423
02-062	Crypto Equip. Monitoring Rpt.	✓/1	1	5	4	4	year	OF	MEMO/10/166	OC-CS	168	734.88
02-063	Crypto Material Requirements	✓/4	1	2	1	1	720	NSA	CIR-94-2	OC-CS	20	101184
02-064	Loss of Crypto Material	✓/4	2	4	1	1	720	NSA	Pub. 106-1	OC-CS	3	2267
02-065		✓/1	2	3	4	1	720	NSCSB	13-201B	OC-CS	12	7068
02-066		✓/1	2	3	Periodic	1	720	do	do	OC-CS	99	478.7
02-067		✓/4	2	1	Periodic	1	720	do	—	OC-CS	6	4534
02-068	Data Processing Equip. Controlled by OC	✓/1	2	3	1	1	720	OC-EIA	—	OC-CS	1	710
02-069	Depot Inventory of COMINT Buying Materials	✓/4	1	3	1	1	720	OC-CS	—	OC-CS	8	3320
02-070	Communications Security Questionnaire (RSA101)	✓/1	2	3	2	3	720	OC-CS	—	FIELD	18	11228

Office of Communications

STAT

10/22/71
Agency Reports Reduction
(as reported by)

<u>Total # Reports</u>	<u>Costs</u>
Agency overall 1,835	\$4,030,931
Reduction 157	420,846
<hr/>	
Support Directorate 137	\$130,349.52

Office of Logistics

Tested	Report No.	Type of Report	Number	Report Period	Frequency	Distribution	Processing	Authority	Cite	Prepared by	Editor	Manuals	Reports	Computer	Reported	greater	Report
								Number	Number	Component	Report	manhours	manhours	manhours	manhours	hours	Cost
1	04105-1	Weekly Activity Log to DDS	1	2	3	52	1	No	DDS	AT 65-7	No Log	1	104	1200.00	-	1	450.72
2	04105-2	Program Submission	2	3	10	1	3	No	OPPB	-	BFIB	-	1848	1446.27	-	2	973.00
3	04105-3	Office Estimates Submission	5	3	12	1	3	No	do	603 A-11	do	84	638	1170.23	-	3	297.16
4	04105-4	Analysis of O&S by Activity	1	1	6	12	1	No	OL	-	do	42	118	917.52	-	4	696.4
5	04105-5	Details of Funds Available for Allocation to O&S	1	1	11	12	4	No	OL	-	do	3	120	876.84	-	5	104.05
6	04105-6	Analysis of Proj. Costs Allocated by Activity (Initial Group)	1	1	12	12	3	No	OL	-	do	1	103	758.16	-	6	1323.02
7	04105-7	Statue of Funds by Object Class	1	1	94	12	1	No	OL	-	do	2	240	1285.20	-	7	-
8	04105-8	Statue of Currents	1	1	8	12	1	No	OL	-	do	3	17	1414.8	-	8	-
9	04105-9	Superal Appropriations "M" Report	7	1	2	1	2	No	OFN-8-70	do	2	204	1004.22	-	9	-	
10	04105-10	Report of Record Holdings	7	2	12	1	1	No	OBSS/OLB	do	-	20	10476	-	10	-	
11															11	-	
12	04105-11	Annual Record Holdings	7	1	2	1	1	No	OBSS/OLB	R+S	12	56	384.72	-	12	-	
13	04105-12	Reports of Destruction	1	2	1	4	1	No	OL	HHB	R+S	-	1	324	-	13	STAT
14															14	-	
15	04105-13	Projected Period Change of Ceiling	1	1	6	52	1	No	OL	-	PTS	-	260	1391.04	-	15	-
16	04105-14	Problem Staffing Areas	1	-	3	52	1	No	do	-	do	-	52	993.2	-	16	-
17	04105-15	EDD's During Past Week	1	1	2	52	1	No	do	-	do	-	3	1144	-	17	-
18	04105-16	OL Strength Report	1	1	4	52	1	No	do	-	do	-	52	11336	-	18	-
19	04105-17	Training Report	1	1	3	12	1	No	do	-	do	-	48	17976	-	19	-
20	04105-18	Changes in S4125 Designees	1	1	3	12	1	No	do	-	do	-	12	2340	-	20	-
21															21	-	
22	04105-19	Industrial Security Program	1	3	3	12	1	No	OL	-	SS	-	48	28152	-	22	-
23															23	-	
24	04105-20	Weekly Activity Report	1	2	7	52	5	No	OL	LI 70-10	BR	6	416	3880.76	-	24	-
25	04105-21	Report of Significant O&S Accomplishments	1	2	5	1	3	No	OL	-	do	44	182.96	-	25	-	
26															26	-	
27	04105-22	Weekly Activity Report	1	2	7	52	5	No	OL	LI 70-10	PS	1	416	3354.0	-	27	-
28	04105-23	Significant O&S Accomplishments	1	2	5	1	2	No	OL	-	PS	-	104	893.75	-	28	-
29															29	-	
30	04105-24	Institutional Contracts	8	1	2	3	2	yes	OL	RECS	-	4	2152	-	432	-	
31	04105-25	Not Returned by Contractor	8	1	2	24	10	yes	do	-	do	-	432	3216	-	31	-
32	04105-26	Not Marked to Contractor	8	1	2	24	8	yes	do	-	do	-	432	3216	-	32	-
33	04105-27	Contractor History	8	1	2	2	2	yes	do	-	do	-	4	2152	-	33	-
34	04105-28	Inspection Reports	8	1	2	5	5	yes	do	-	do	-	432	3216	-	34	-
35	04105-29	Output Last Month	8	1	2	12	5	yes	do	-	do	-	432	3216	-	35	-

Office of Logistics

Control No.	Report Title	Type of Report	Number Prepared	Frequency	Distribution	ADP Processing	Authority	Cite Number	Preparing Component	Header	Manual Reports	Computer Reports	Comments	Report Cut	
										manuscript	cost	manuscript	cost		
04/PMS-7	Active Contracts	8	1	2	12	9	ADS	04	OCs	-	432	3216	-	450701	
04/PMS-8	Security Classification	9	1	6	4	3	ADS	do	do	2	1076	-	973002		
04/PMS-9	Contracts In Settlement	8	1	2	2	6	ADS	do	do	1	268	-	29763		
04/PMS-10	Contracts Settled	8	1	2	2	6	ADS	do	do	1	268	-	6964		
04/PMS-11	CONF Update	8	1	1	52	1	ADS	do	do	416	223808	-	104005		
04/PMS-12	CONF Master File Listing (Cardkey)	8	1	1	6	1	ADS	do	do	12	6456	-	1323006		
04/PMS-13	F-3235, 132350 - Total Agency Contracting Activity	8	1	2	12	2	ADS	do	do	112	60432	-	7		
04/PMS-14	(See 04/1383-13)													8	
04/PMS-15	Annual Rpt. of Records Holdings	7	1	2	1	1	ADS/SS/ADS		PMS	-	6	2742	-	9	
04/1/PD-1	Statistical Report	1	1	2	12	2	70	04	PAM 70-1	PD	6	492	57264	-	11
04/1/PD-2	Cost Reduction	1	3	1	12	1	70	do	do	5	128	58548	-	12	
04/1/PD-3	Semi-Annual Property Rpt.	7	3	10	2	8	70	04	DEBAMS	do	48	29680	-	13	
04/1/PD-4	Delinquent Report	1	2	2	12	2	70	04	PD/AD/62	do	1	13632	-	14	
04/1/PD-5	Fin. Lpt. - Stock Acct. #3	1	1	5	4	4	70	04	PAM 64-3	do	-	14147	-	15	
04/1/PD-6	Weekly Acq. Rpt.	1	1	2	52	1	70	04	-	do	52	19448	-	16	
04/1/PD-7	Special Weekly Lpt. - [redacted]	1	3	1	12	1	70	04	-	do	60	24408	-	17	
04/1/PD-8	Today Lin. Lpt. - [redacted]	1	1	3	12	3	70	04	-	do	84	40164	-	18	
04/1/PD-9	Rpt. of Payments To Be Withheld	7	2	8	12	1	70	04	Memorandum	do	3	1723	-	19	
04/1/PD-10	Personnel Status Rpt.	1	3	2	12	1	70	04	-	do	-	24	11376	-	20
04/1/PD-11	Base Contracts Other Lpt.	1	3	4	4	3	70	04	-	do	-	16	7132	-	21
04/1/PD-12	Rpt. of Letter Contracts	1	2	2	-	2	70	do	-	do	-	-	-	-	22
04/1/PD-13	Rpt. of Significant Accomplishments	1	1	4	1	4	70	do	-	do	-	7	6360	-	23
04/1/PD-14	Contract Procurement Activity	1	1	2	12	2	70	do	-	do	6	360	176040	-	24
04/1/PD-15	Weekly Activity	1	2	5	52	5	do	-	do	4	814	679162	-	25	
04/1/PD-16														26	
04/1/PD-17	Weekly Activity	1	3	5	52	4	70	04/50	SOI 7-3	SD	-	1040	537124	-	27
04/1/PD-18	Significant Accomplishments	1	3	3	2	2	70	04	Memorandum	do	-	110	81923	-	28
04/1/PD-19	Monthly Activity	1	3	5	12	4	70	04/50	SDE 7-3	do	-	672	345688	-	29
04/1/PD-20	Records Mgmt. Rpt.	1	1	2	1	-	70	04/50	-	do	8	109	46012	-	30
04/1/PD-21	Destruction	7	1	3	12	1	70	ADS/SS/ADS	Memorandum	do	4	156	25214	-	31
04/1/PD-22	Ordnance Status Rpt. STAT	1	1	-	52	1	70	04/50	-	do	-	520	282048	-	32
04/1/PD-23	Ordnance Status Rpt.	1	1	-	12	1	70	do	-	do	60	40411	-	33	
04/1/PD-24	Ordnance Status Rpt.	1	1	-	12	1	70	do	-	do	-	1	1036	-	34
04/1/PD-25	Ordnance Status Rpt.	1	1	-	12	1	70	do	-	do	-	48	37104	-	35

Office of Logistics

Control No	Report Title	Type of Report	Number	Copy	Authority	Cite	Preparing Component	Index	Manual Reports	Computer Reports	Report Cost	Report Cost
					Per Day	Frequency	Distribution Processing	Number	Manhours	Manhours		
1	0450-10	Advances & A/cbns. Stock Objctives	1	1	5	1	2	No	04/50	-	50	-
2	0450-11	Cargo Status Rpt. STAT	1	1	3	52	1	No	do	-	321	228640
3	0450-12	Back Order Recalculation Rpt.	4	1	1	4	2	No	04/50	1104	260	110968
4	0450-13	Excess Acquisition	1	1	2	12	3	No	04/50	-	329	37296
5	0450-14	Value of Property on Hand Rpt.	1	1	3	12	3	No	do	-	24	7560
6	0450-15	Inventory Analysis Rpt., 903.904 881004	1	1	3	12	3	No	do	-	12	4668
7	0450-16	Project [redacted] Status Rpt.	1	1	2	52	1	No	do	-	192	74688
8	0450-17	(man hours)	1	1	1	12	1	No	04/50	-	624	362072
9	0450-18	Daily Production Rpt.	1	1	1	252	-	No	do	3	4855	25944
10	0450-19	Financial Prop. Accts.	7	1	-	12	-	No	OF	-	6	1008
11	0450-20							No	do	5	288	521834
12	0450-21	Followup Rpt. on Overdue Cargo	1	1	-	252	-	No	04/50	-	do	164160
13	0450-22	Work Measurement Report	1	1	-	12	-	No	04/50	-	126	76436
14	0450-23	Procurement Action Plan Item/Dollar Value	1	1	-	52	-	No	04/50	-	24	7560
15	0450-24	Imperial Trade	1	1	-	12	-	No	do	-	52	16380
16	0450-25	Obligations	1	1	-	12	-	No	do	-	24	13680
17	0450-26	Bill Accts.	7	1	-	12	-	No	OF	-	48	27360
18	0450-27	Stock Transaction Rpt.	1	1	-	52	-	No	04/50	3	72	244240
19	0450-28	Stock Transaction Rpt.	3	1	-	52	-	No	04/50	-	208	76960
20	0450-29	MPA Weekly Recalculation Rpt.	7	1	3	12	1	No	OF	1	104	54392
21	0450-30	Supplies Inventory Reporting Rpt.	1	1	-	12	-	No	04/50	-	96	40234
22	0450-31	Monthly Shipments	1	1	-	12	-	No	do	-	72	36000
23	0450-32	Monthly Receipts	1	1	-	12	-	No	do	-	12	4312
24	0450-33	Report monthly Rpt. - Packing & Crating	1	1	-	12	-	No	do	-	12	2832
25	0450-34	Daily Receipts & Shipments	1	1	-	252	-	No	do	-	96	48000
26	0450-35	Daily Operations Report	1	1	-	252	-	No	do	-	252	42251
27	0450-36	Summary Accident Rpt.	4	1	4	12	1	No	do	-	252	63250
28	0450-37	Loft Splicing Protection Rpt.	4	2	6	1	4	No	04/50	AP 385-40	do	120
29	0450-38	Surveillance Magazine Rpt.	4	2	6	4	4	No	04/50	Various	do	4
30	0450-39	Reimbursable Expenses Rpt.	1	1	1	12	1	No	04/50	do	do	16
31	0450-40	Imperial Trade Rpt.	7	1	6	12	4	No	OF	HHB	do	6
32	0450-41	Schedules of Expenditures	1	1	6	12	4	No	04/50	-	48	23664
33	0450-42	Summary Rpt. of Estimated Obligations	1	1	6	12	4	No	do	-	48	21480
34	0450-43	Financial Property Accts. Rpt.	1	1	6	12	1	No	OF	do	192	16116
35	0450-44	Budget	1	1	1	12	1	No	OF	do	48	68544

Control No.	Report Title	Type of Report	Number Prepared	Frequency	Distribution	ASP Processing	Authority	Site	Preparing Program	Feeder	Manual Workhours	Report Cost	Computer Workhours	Report Cost
1	450-45 Intrastaff Passances	1	1	5	1	4	No	04/50	LogIn15-1	SD	—	5	29.28	—
2	450-46 Consolidated Material Assets	1	1	3	2	2	No	do	do	2	12	79.74	—	1
3	450-47 Document Control Registers Opt.	8	1	1	26	1	Yes	do	—	24	—	75.60	—	2
4	450-48 LogIn Error Registers	8	1	5	26	2	Yes	do	—	24	180	1,876.20	—	3
5	450-49 Location 94 Error Registers	8	1	2	26	2	Yes	do	—	24	—	144	—	4
6	450-50 Location 94 Error Registers	8	1	2	26	2	Yes	do	—	24	—	75.60	—	5
7	450-51 LogIn Activity Register	8	1	5	12	4	Yes	do	—	24	240	11,402.40	—	6
8	450-52 Location 94 Activity Register	8	1	1	12	1	Yes	do	—	24	—	933.60	—	7
9	450-53 Location 94 Activity Register	8	1	1	12	1	Yes	do	—	24	—	600	—	8
10	450-54 Demand & Issue Activity Register	8	1	1	12	1	Yes	do	—	24	—	1,134.00	—	9
11	450-55 Due-In Activity Register	8	1	3	12	3	Yes	do	—	24	—	144	—	10
12	450-56 Due-Out Activity Register	8	1	3	12	3	Yes	do	—	24	—	560.16	—	11
13	450-57 DE Demand & Issue Activity Register	8	1	1	12	1	Yes	do	—	24	—	1,998.00	—	12
14	450-58 Inventory Adjustment Report	8	1	1	12	1	Yes	do	—	24	—	466.80	—	13
15	450-59 RIA Stock In Hand Revaluation	8	1	1	26	1	Yes	do	—	24	—	1,180.00	—	14
16	450-60 RIA Property In Use Revaluation	8	1	1	26	1	Yes	do	—	24	—	2,280.00	—	15
17	450-61 RIA Property In Lease Other Revaluation	8	1	1	26	1	Yes	do	—	24	—	800.00	—	16
18	450-62 LogIn Consolidated Activity Register	8	1	4	2	3	Yes	do	—	24	—	484.80	—	17
19	450-63 Location 94 Consolidated Activity Register	8	1	1	2	1	Yes	do	—	24	—	520.00	—	18
20	450-64 Log 94 Consolidated Activity Register	8	1	1	2	1	Yes	do	—	24	—	311.20	—	19
21	450-65 Log 94 Demand & Issue Activity Register	8	1	1	12	1	Yes	do	—	24	—	36.00	—	20
22	450-66 Allocation 05 Activity Register	8	1	1	12	1	Yes	do	—	24	—	60.00	—	21
23	450-67 Stock On-Hand Status Rpt.	8	1	5	12	6	Yes	do	—	24	—	274.560	—	22
24	450-68 Prop. In Use Status Rpt.	8	1	1	12	1	Yes	do	—	24	—	144.00	—	23
25	450-69 Prop. On Loan to Others Status Rpt.	8	1	1	12	1	Yes	do	—	24	—	84.240	—	24
26	450-70 Prop In Loan From Others	8	1	1	12	1	Yes	do	—	24	—	6.00	—	25
27	450-71 Location 94 Stock Status Rpt.	8	1	1	12	1	Yes	do	—	24	—	48.36	—	26
28	450-72 Location 94 Stock Status Rpt.	8	1	1	12	1	Yes	do	—	24	—	9.60	—	27
29	450-73 Location 3 Stock Status Rpt.	8	1	4	12	3	Yes	do	—	24	—	1,120.32	—	28
30	450-74 Location 5 Stock Status Rpt.	8	1	2	12	2	Yes	do	—	24	—	120.00	—	29
31	450-75 Allocation 08 Stock Status Rpt.	8	1	2	12	1	Yes	do	—	24	—	300.00	—	30
32	450-76 Allocation 23 Stock Status Rpt.	8	1	2	12	1	Yes	do	—	24	—	180.00	—	31
33	450-77 COG Office M Stock Status Rpt.	8	1	1	12	1	Yes	do	—	24	—	1,029.60	—	32
34	450-78 COG Equip Managers Stock Status Rpt.	8	1	1	12	1	Yes	do	—	24	—	1,382.40	—	33
35	450-79 ORS Allocated Stock Status Rpt (DORAC)	8	1	3	4	1	Yes	do	—	24	—	451.360	—	34

Office of Logistics

Control No.	Report Title	Type	1	2	3	4	5	6	Authority	7	8	9	10	11	12	13
		Report	Number	Prepared	Frequency	Distribution	Procuring	Source	City Number	Preparing Computer	Leader Reports	Manual Reports	Computer Reports	Manual	Computer	
01/50-80	Co-Operant Off. Allocation 6 Stock Status Rpt.	8	1	1	6	1/2	6	yes	66	-	0CS	+	3840	2196480	+	37584 1
01/50-81	Selected Property In Use/Rec. Com's	8	1	1	2	1/2	1	yes	66	-	do	-	310	108810	-	34875 2
01/50-82	Former Limited Standard/Unstd Stock Status Rpt.	8	1	1	1	1/2	1	yes	do	-	do	-	420	286440	-	18660 3
01/50-83	Unstd Items Stock Status Rpt.	8	1	1	1	1/2	1	yes	do	-	do	-	24	13728	-	2280 4
01/50-84	TSO Condition 3 Stock Status Rpt.	8	1	1	4	4	1	yes	do	-	do	-	32	25792	-	1488 5
01/50-85	Allocation 09 Stock Status Rpt.	8	1	1	1	4	1	yes	do	-	do	-	64	51584	-	2846 6
01/50-86	No Issue Status Rpt.	8	1	1	2	2	1	yes	do	-	do	-	240	137280	-	4116 7
01/50-87	Condition 7 Stock Status Rpt.	8	1	1	2	1/2	2	yes	do	-	do	-	192	79488	-	1800 8
01/50-88	Inventory Stratification Rpt.	8	1	1	4	1/2	1	yes	do	-	do	-	8	4576	-	2400 9
01/50-89	NSC Stock Status Rpt.	8	1	1	3	2	2	yes	do	-	do	-	32	12448	-	1080 10
01/50-90	Allocation 10 Stock Status Rpt.	8	1	1	1	1/2	1	yes	do	-	do	-	72	41184	-	5100 11
01/50-91	Allocation 15 Stock Status Rpt.	8	1	1	2	4	1	yes	do	-	do	-	64	51584	-	360 12
01/50-92	Receipts and Issues Rpt.	8	1	1	3	24	3	yes	do	-	do	-	96	37344	-	43200 13
01/50-93	Receipts and Issues Rpt. 4251	8	1	1	2	24	2	yes	do	-	do	-	192	79488	-	1728 14
01/50-94	Receipts and Issues Rpt. 4255	8	1	1	2	24	2	yes	do	-	do	-	48	18672	-	288 15
01/50-95	Property In Use Acquisition Rpt. 4251	8	1	1	2	24	2	yes	do	-	do	-	-	-	-	216 16
01/50-96	Prop. In Use Acquisition Rpt. 4255	8	1	1	2	24	2	yes	do	-	do	-	-	-	-	72 17
01/50-97	Prop On Loan to Others Acq. Rpt. 4255	8	1	1	2	24	2	yes	do	-	do	-	-	-	-	72 18
01/50-98	Inventory Value of Stock on Hand	8	1	1	2	1/2	2	yes	do	-	do	-	1	816	-	36 19
01/50-99	Inventory Value of Property In Use	8	1	1	2	1/2	2	yes	do	-	do	-	1	816	-	36 20
01/50-100	Inventory Value of Property In Use from Others	8	1	1	2	1/2	2	yes	do	-	do	-	1	816	-	36 21
01/50-101	PTD Remittance Rpt.	8	2	4	1/2	4	1	yes	do	-	do	-	4800	1867200	-	428236 22
01/50-102	Alpha Transaction Catalog and its Supplements	8	2	4	1/2	4	1	yes	do	-	do	-	600	233402	-	530928 23
01/50-103	DLSC Cross Reference Stock No. to Manufacturer Ref No.	8	1	2	1/2	2	1	yes	do	-	do	-	240	125520	-	101736 24
01/50-104	DLSC Cross Reference Ref No to Stock No.	8	1	2	1/2	2	1	yes	do	-	do	-	120	62760	-	28440 25
01/50-105	SAC Letter Supplements	8	1	1	1/2	1	1	yes	do	-	do	-	12	8164	-	1560 26
01/50-106	Manufacture 5 x Cards	8	1	1	24	1	1	yes	do	-	do	-	480	250140	-	46802 27
01/50-107	Stock No Change, Delays and/or Additions Rpt.	8	1	3	24	2	1	yes	do	-	do	-	48	186720	-	4320 28
01/50-108	DLSC PEF and/or Rec'd Items Rpt.	8	1	2	1/2	1	1	yes	do	-	do	-	96	50208	-	8640 29
01/50-109	DLSC Discrepancies	8	1	1	1	1	1	yes	do	-	do	-	8	5456	-	15 30
01/50-110	DLSC Transaction Errors	8	1	1	1	1/2	1	yes	do	-	do	-	96	65472	-	180 31
01/50-111	"Can't Read"	8	1	1	1	1	1	yes	do	-	do	-	1	682	-	660 32
01/50-112	DLSC AUTODYN Rpt.	8	1	1	24	1	1	yes	do	-	do	-	96	15120	-	480 33
01/50-113	Inventory Value of Prop on Hand to Others	8	1	1	2	1	1	yes	do	-	do	-	1	816	-	36 34
01/50-114	Selected Manufacture	8	1	1	1	2	1	yes	do	-	do	-	200	77800	-	460 35

Control No.	Report Title	Type of Report	Number Prepared	Frequency	Distribution	ADP Processing	Authority Ctr (Source Number)	Preparing Component	Feeder Report	Manual Requests	Manual Cost	Computer Requests	Computer Cost				
1	CMG to CONSO with Memorandum	8	1	1	8	1	yes	06	-	003	+	200	718.00	-	1300	1	
2	Manufacturers Supply Code for Contractors (TSR)	8	1	1	1	1	yes	06	-	00	+	1	523	-	240	2	
3	Manufacturers Supply Code for Contractors (TSR)	8	1	1	1	1	yes	06	-	00	+	1	523	-	315	3	
4	ADP-118 Supply Code for Manufacturers (TSR)	8	1	3	26	2	yes	06	-	00	+	960	3734.62	-	90752	4	
5	ADP-119 Shortage Rpt. for Replacement Action	8	1	1	12	1	yes	06	-	00	+	192	82758	-	12000	5	
6	ADP-120 Price Duplication	8	1	1	2	1	yes	06	-	00	+	4	2728	-	1600	6	
7	ADP-121 Inventory of Property in New Assets	8	1	1	4	1	yes	06	-	00	+	10	3512	-	6000	7	
8	ADP-122 Obsolete Items Report	8	1	3	4	2	yes	06	-	00	+	320	134480	-	4500	8	
9	ADP-123 Vehicle Master File	6	1	9	4	1	yes	06	-	00	+	780	2457.02	-	540	9	
10	ADP-124 Vehicle Status Run	8	1	5	4	3	yes	06	-	00	+	160	30400	-	12000	10	
11	ADP-125 Stock Number-Reference No.	8	1	1	1	1	yes	06	-	00	+	1	682	-	660	11	
12																12	
13	ADP-1 Report of Significant Accomplishments	1	2	4	1	1	no	06/RECD	7/19/67	MEMO	RECD	7	41	31693	-	-	13
14	ADP-2															14	
15	ADP-3 Progress Summary	1	1	6	2	1	no	06	-	00	+	8	8312	-	-	15	
16	ADP-4 Construction Workload Summary	8	4	2	4	1	yes	06/RECD	-	003	+	440	2912.80	-	600	16	
17	ADP-5 Weekly Rpt.	1	2	11	52	4	no	06	L1 70-10	RECD	4	988	7864.48	-	-	17	
18	ADP-6 Analysis of Space Occupied by CIA	5	1	15	1	2	no	OPPB	-	00	+	36	15516	-	-	18	
19	ADP-7 Capital Cost of Agency Real Property (CIA)	7	1	12	2	1	no	06	-	00	+	48	20688	-	-	19	
20	ADP-8 Capital Cost of Agency Real Property (CIA)	1	1	2	1	1	no	06	-	00	+	4	1724	-	-	20	
21	ADP-9 Report of Activities in Safehouse	1	2	3	12	1	no	06/RECD	-	00	+	36	26248	-	-	21	
22	ADP-10 Safehouse Utilization	1	2	3	2	1	no	06	-	00	+	34	24752	-	-	22	
23	ADP-11 Proposed Temporary Duty Foreign Task	1	2	4	2	1	no	06	L1 32-1	00	-	2	2042	-	-	23	
24	ADP-12 Survey of Personnel Area	1	2	4	4	1	no	06	-	00	+	12	1248	-	-	24	
25	ADP-13 Reviewing Seasonal Variation	4	2	12	1	3	no	EOP	EX-001124	00	+	2	2678	-	-	25	
26	ADP-14 Cost Reduction Program	4	2	4	1	1	no	1303	-	00	+	4	4156	-	-	26	
27	ADP-15 Utilization, Retention & Assign. of Federal Real Prop.	4	2	5	1	2	no	1303	CIA A-2	00	+	3	2184	-	-	27	
28	ADP-16 ADP Report	1	2	5	1	1	no	06	L1 70-13	00	+	44	3208	-	-	28	
29	ADP-17 Visual Aids	1	2	6	2	1	no	06	-	00	+	12	814	-	-	29	
30	ADP-18 TDS & PCS Rpts	1	2	5	-	2	no	06	L1 92-1	00	+	224	1799.14	-	-	30	
31	ADP-19 Safehouse Statistical	7	1	3	12	1	no	06	HHB	00	+	288	936.00	-	STAT	31	
32	ADP-20 Water Pollution Control	4	2	7	1	2	no	Bob	CIA A-18	00	+	4	3224	-	-	32	
33	ADP-21 Air Pollution Control	4	2	7	1	2	no	Bob	CIA A-28	00	+	4	3224	-	-	33	
34																34	
35																35	

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Contract No.	Report Title	Type of Report	Number Prepared	Frequency	Distribution	ADP Processing	Authority	Prepared by	Entered by	Manual Reports	Computer Reports			
							Code	Component	Reporter	Manhours	Cost	Manhours	Cost	
1	Conf. Confidential Stmt. of Budget & Fin. Status	1	2	1	1	No	OP	HR	PSD	1	940	—	STAT 1	
2	Annual Winterization Schedule	1	1	4	2	1	No	OL	LI-20-8	1	610	—	2	
3	Projected TDY Foreign Trvl.	1	2	Verbal	2	1	No	OL	LI-22-1	—	100	—	3	
4	Finality Indemnity Stocks - Proc. Doc.	1	2	5	1	1	No	OL/PSD	LI-20-7	2	838	—	4	
5	Listing of Interoffice Beacons	1	2	25	1	1	No	OL	LI-5-1	1	599	—	5	
6	Annual List of Records Holdings	7	2	2	1	1	720	MS/PSD/RAB	—	24	11208	—	6	
7	Cert. of Review of Selected Regulatory Issues	1	2	4	2	1	No	OL	LI-7-1	328	163824	—	7	
8	Designation of Employee for Income Tax Purposes	7	2	6	1	4	720	OF	HHB	1	936	—	8	
9	Annual Accomplishments	1	2	4	1	1	No	OL	—	18	21186	—	9	
10	Annual List of accomplishments	1	3	4	3 or 40	1	No	OL	LI-70-13	18	16068	—	10	
11	Locality Lpt., Dow Chemical Company	4	2	5	4	2	No	OL/PSD/HRB	—	4	1480	—	11	
12	Log of PSD Pers. Reviewing contract/role memos	3	2	6	4	2	No	OP/PSD	—	1	770	—	12	
13	Log of Walkoffs for Buying & Training Courses	1	2	4	3	1	No	OL	—	200	—	13		
14	Log of Annual Production	1	2	5	1	1	No	OL/PSD	—	18	21186	—	14	
15	Night Inspection of PSD Plants	1	2	2	12	1	No	OL	—	12	4848	—	15	
16	Activity Rpt.	1	2	6	26	2	No	OL	LI-70-10	52	29380	—	16	
17	PSD Trip Reports	1	2	3 or 40	1	720	OL/PSD	—	108	56512	—	17		
18	Space Inventory Verification	1	1	1	2	1	720	OL	HR	2	2568	—	18	
19	Budget Analysis	1	1	2	12	1	No	OL	—	12	7152	—	19	
20	PSD Trip Reports	2	4	2	2	2	No	—	—	3	1320	—	20	
21	PSD Trip Reports	2	4	2	2	2	No	—	—	744	369216	—	21	
22	PSD Trip Reports	2	4	2	2	2	No	—	—	—	—	—	22	
23	PSD Trip Reports	2	4	2	2	2	No	—	—	—	—	—	23	
24	"Missing"	7	2	4	as appears "n"	2	No	OS	HR	3	1330	—	24	
25	Accident Report	7	2	21	12	1	No	OL/PSD	—	744	369216	—	25	
26	Printing Services Production Rpt.	1	1	5	as occurs "n"	2	No	OP	—	1	600	—	26	
27	Wkly Board Employee Shift Changes	7	2	26	1	No	OL	LI-20-92	20	4	2608	—	27	
28	WAE Staff Employee Report	1	2	26	1	No	OL	—	OL	104	35352	—	28	
29	Lpt. of Overtime Hours Worked	1	1	2	26	1	No	OL/PSD	—	—	107	—	29	
30	Part of Essential Employees	1	2	4	1	1	No	OL	LI-50-4	—	—	—	30	
31	200 Production Hours	1	1	2	52	1	No	OL/PSD	—	312	273832	—	31	
32	Silvers Recovery	4	1	6	2	2	No	GSA	FPMR-A	2	10	19748	—	32
33	PSD Volume & Throughput Rpt.	1	1	1	12	1	No	OL/PSD	—	—	468	—	33	
34	PSD Statistics	1	1	2	2	2	No	—	—	14	7396	—	34	
35	Secure Area Access Roster	7	2	4	4	2	No	OS	—	16	7648	—	35	

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Control No	Report Title	Type	Number	Prepared	Frequency	Distribution	APP	Authority Cite	Source	Prepared	Leader	Manual Reports	Computer Reports	8
		Report	Report	Prepared	Frequency	Processing	Source	Number	Component	Reports	Managers	Costs	Managers	Costs
1	04150-32	"Missing"												
2	04150-33	Report of Revision Safety Inspections	1	2	4	6	1	20	04150	-	P50	-	66	589.68
3														
4	04150-1	LSD Weekly Activities Rpt. - F-2129	b	2	13	52	1	20	DD S	ADM 65-7	LSD	1	1066	5557.46
5	04150-2	LSD Statistical Rpt.	1	1	3	12	1	20	04150	LSP 7-2	d	1	228	1244.45
6	04150-3	LSD Statistical (Status of Funds)	1	1	3	12	1	20	d	d	d	1	252	1139.65
7	04150-4	LSD Post Inspect Fund	7	1	6	12	2	20	OF	HHP	d	2	12	4824
8	04150-5	Progress & Accomplishment against Objectives	1	2	3	1	3	20	OL	LN 30-17	d	1	6	3702
9	04150-6	LSD of ADP Mgmt. Information (CEAMS)	1	2	4	21	3	20	OL	L1 20-13	d	4	2108	-
10	04150-7	Rpt. of Visual & Imag. Codes	1	-	5	1	2	20	OL	-	d	1	277	-
11	04150-8	Motorpool Assigned Vehicle Rpt.	1	1	3	12	2	20	OL	LSD 20-2	d	1	84	29184
12	04150-9	Accident	7	1	5	20	3	20	OS	HR	d	-	90	49650
13	04150-10	Safety Rpt.	7	2	4	1	3	20	OS	HR	d	1	427	-
14	04150-11	Consolidated Mono Receipt (AMR) (7811)	1	4	2	3	1	yes	OL	-	OCS	1	2	1546
15	04150-12	Consolidated Mono Receipt (AMR) (7800)	1	4	2	1	1	yes	OL	-	OCS	1	3	2319
16	04150-13	Cafeteria Common	6	1	-	4	-	yes	NNS	HR	BSO	-	12	10620
17	04150-14	101 Key Cost Status Rpt.	1	3	5	4	2	20	OL	-	LSD	-	12	6848
18														
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